

# **The Kentucky Board of Licensure for Marriage and Family Therapists**

**June 20, 2013  
Minutes**

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on June 20, 2013.

**Board Members Present:**

Ms. Sandy Miller, Chair  
Ms. Carolyn Miller-Cooper  
Ms. Jane Prouty  
Ms. Stephanie Head  
Ms. Mary Badami  
Mr. Richard Hamon

**Occupations and Professions:**

Marcia Egbert, Board Administrator

**Office of the Attorney General:**

Angela Evans

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**Call to Order:** Chair Sandra Miller called the meeting to order at 10:27 a.m.

**Minutes:** The Board reviewed minutes from May 23, 2013. A correction was made to the minutes under New Business pertaining to the response to Mr. Clapper's second point. It should read, "The Board wants to clarify that the Board does not affirm or make the assumption that the licensee has completed the 50 hours of raw data because we have no documentation that shows that she does." Stephanie Head made a motion to accept the minutes with corrections. Jane Prouty seconded the motion. The motion carried unanimously.

**Board Monthly Financial Report:**

The Board Monthly Financial Reports for July 1, 2012 through May 31, 2013 were reviewed. The MOA for the biennial budget must be signed each year. Sandy Miller signed the MOA. Carolyn Miller-Cooper made a motion to accept the Monthly Financial Report. Stephanie Head seconded the motion. The motion passed unanimously.

**Attorney Report**

Attorney Angela Evans informed the Board that she would not be here for the next meeting scheduled for July 25, 2013 but will be here for the work session on July 26, 2013

**O & P Report**

Marcia Egbert reported the following:

### **Executive Director**

Courtney Bourne informed the staff in a staff meeting that after serious and deep consideration she will be resigning from Occupations and Professions to attend law school at the University of Kentucky this fall. The Cabinet is working with the Administration to name a new Executive Director. We anticipate this position to be filled by July. Ms. Bourne stated that her time at Occupations and Professions has been pleasant and provided a stimulating challenge. She also stated that she hopes the written Standard Operating Procedures, enhanced overall operational functions, database updates and other improvements have enriched the staff's work and work place.

### **Julie Jackson, Board Administrator, Retiring**

Ms. Jackson retired on June 5. Julie has served O&P well for several years and will be missed. Julie's board assignments have been temporarily reassigned.

### **Employee Vacancies**

**Resource Management Analyst II** – The management team conducted interviews May 16 and 17 and had several well qualified candidates. A recommendation was made to the Appointing Authority. Justin Turner joined O&P on June 17. Mr. Turner joins us from the Commonwealth Office of Technology (COT). Prior to COT he worked for the Department of Environmental Protection where he provided repair and support on hardware and software for end users, maintained their division website and simultaneously handled several IT related projects. As Mr. Turner gets acclimated, please continue to contact Susan Ellis, Section Supervisor for IT with questions. She will assist boards and staff with the website and other IT related matters until Mr. Turner becomes familiar with our systems.

**Administrative Specialist III** – O&P will request to open a register to fill Julie Jackson's position as soon as we are permitted. Due to the cap for employees within the agency this may be delayed until September, which is Julie's official retirement date when considering her accumulated leave time.

### **Paycheck Deferral**

The 2012-2014 Budget Bill mandates that the regular payroll of June 30, 2013 cannot be issued prior to July 1, 2013. Please be advised that the payroll you would have received on Friday, June 28, 2013 will be received on Monday, July 1, 2013.

### **Budget**

Budget submissions for the next biennium will be due this fall. If your board is expecting any large or unusual expense items in the next biennium, the Chair should contact Susan Ellis detailing the Board's plans in writing before August 1.

### **Database**

COT has begun data profiling working towards a plan for data conversion from the current system to the new system. They are also working with the Office of Application Development on the conversion and held a design/analysis session with their architect

for technical aesthetic designs. COT continues to look at ways to satisfy KRS 131.1817 in conjunction with the Department of Revenue.

### **Board Members Parking Information**

Board members were reminded that the parking lot on the side of O&P closest to US 60 also known as Louisville Road is not our lot. O&P employees and board members are not to park there. The O&P lot is for staff and handicap accessibility only. Board members may park in the lot across the street from our building.

### **Open Meetings Training**

O&P continues to work with the Attorney General's Office to schedule a date for Open Meetings Training. The Attorney General's Office is looking to coordinate the training in a way that would reach a large board member audience and that members would receive maximum benefits of the training. MFT Board members stated that they would like to attend this training to make sure we are in compliance.

### **Old Business**

Responses to Old Business listed below from last month were reviewed:

- a. E-Mail from Jack Morrison – RE: Interpreting the KAR 201.
- b. E-Mail from Scott Kennedy – Request for exception to policy with regard to supervisory hours for LMFT.
- c. E-Mail from Melissa Reedy-Johnson – RE: Request for extension of 90 day emergency approved supervision
- d. Letter from Judith Stubbs – Request for Approval of James Close to be her AAMFT Supervisor Mentor.
- e. Discussion of Response for Lyle Edwards pertaining to licensure
- f. E-Mail from Dave Clapper – Changes to KRS's/KRA's
- g. E-Mail from Dave Clapper – Supervision of Janice Wohrle

After review of the minutes, it was determined that Marcia Egbert made a mistake in her response to Mr. Dave Clapper in regard to his supervision of Janice Wohrle and her raw data hours. Ms. Egbert will compose and send a letter to Mr. Clapper explaining the mistake and informing him of the Boards correct response to his question. No further action was taken on the remainder of the responses.

### **New Business**

- a. An e-mail received from Russell Hall was received which included the requested MAMF Program Description for Asbury Seminary that Ms. Egbert had requested he submit.
- b. An e-mail received from Darlene Eastridge was received which included the requested program description for Campbellsville University.
- c. An e-mail was received from James Close informing the Board that he is currently supervising a licensed Professional Counselor. The Board stated that he is not required to report this to the Marriage and Family Therapy Board. No action taken.
- d. Jennifer Schiller sent an e-mail pertaining to Supervisors-in-training with AAMFT and how they list their Supervisor-in-training status on paperwork and the

requirements of being listed on the Board's Approved Supervisor list. The Board responded that the Associate applicant does not list their supervisor-in-training in any way differently on their paperwork. In order to be a Board Approved Supervisor as an Associate supervisor-in-training, the licensee must submit proof of their supervisor-in-training status with AAMFT and meet the requirements of obtaining the one hour of Kentucky Law.

- e. Gayatri Singh asked the Board via e-mail if a licensee who is a psychotherapist, credentialed in Social Work and Behavioral Sciences be able to apply these studies to a MFT license. The Board responded that the licensee must meet the requirements as an LMFT in Kentucky per KRS 335.
- f. An e-mail was received from Paul M. Barth asking the Board if a licensee lets his license lapse for several years while he is out of the country, what the requirements would be when he returns versus going on inactive status. The Board referred Mr. Barth to 201 KAR 32:081 Inactive licensure status. It would be his choice as to go inactive or let his license lapse. He would have to meet the current requirements for licensure when he returned to the United States if his license has been lapsed over three years. He would need to apply for reinstatement up to three years and meet the reinstatement requirements.
- g. A letter was received from Valerie Day informing the Board that she is letting her associate license lapse due to not being able to meet the requirements of an associate. No further action was taken.
- h. Judith Bloor sent an e-mail with a question on independent contractor status. Sandy Miller responded that since the Board Approved Supervisor, the Associate Applicant and agency will jointly be held accountable for the quality of services provided to clients, the Board Approved Supervisor, Associate Applicant and a representative of the agency must all sign the Statement of Shared Responsibility on page 4 of the Plan of Supervision for Clinical Supervision, even though the applicant is not an employee of the agency. If the Associate Applicant will have an Agency Administrative Supervisor, the Board Approved Supervisor, Associate Applicant and Administrative Supervisor will also have to sign page 3 of the Plan of Supervision for Clinical Experience, even though the Applicant is not an employee of the agency.
- i. Carol Ann Isbell sent an e-mail to the Board asking if a supervisee could join a peer supervision group? She stated that she knew the hours wouldn't count toward licensure. The Board responded that there is no reason she can't. It would only count toward licensure if her Board Approved Supervisor that she has a contract with is in attendance.

### **Complaints/Other Legal Matters**

The Complaint Committee made no recommendations to the Board as all complaints are pending:

- a. 2011-007 – Pending
- b. 2013-001 – Pending
- c. 2013-002 – Pending
- d. 2013-003 – Pending

No action taken.

**Status Report as of 2/26/2013:**

Active Licensee's for MFT's – 520  
Active Licensee's for MFTA's – 121  
Total Active Licensee's – 641

**Application Review:**

Stephanie Head made a motion to approve all applications, renewals, audits and CEU Provider Applications as reviewed and recommended by the committee this morning prior to the Board Meeting. Carolyn Miller-Cooper seconded the motion. The motion passed unanimously.

Carolyn Miller-Cooper made a motion to approve the ratification of applications, renewals, audits and Provider Applications reviewed and issued from 5/24/2013 through 6/19/2013. Richard Hamon seconded the motion. The motion passed unanimously.

**Associates:**

The following application for Marriage and Family Therapist Associates were approved:

*Carol Anne Autry, Rebekah L. Burke, Dana L.D. Butler, Ariel E. Givens, Kelly C. Grace, Matthey W. Harris, Cassandra Harris-Gray, Sheila M. Hussey, Jared V. Ingle, Whitney Minor, Jill A. Morgan, Mary C. Uhls*

The following Plans of Supervision for Marriage and Family Therapist Associates were approved: *Dawn E. Ellicott Clinkscale, Melanie J. Ferguson, Daniel S. Hall, Emily Phan, Jesse Vice*

The following Renewals for Marriage and Family Therapist Associates were approved: *Karen Michelle Baker, Ann A. Davis, Michelle Finley, Laura M. Frey, Rahsheeno Griffith, Asia Grigsby, Allison Christine Hock, Amy Beth Lockwood, Jennifer Page-Maier, Carol Poston, Kelly Turner, Katherine N. Washington, David Wilson*

**LMFT:**

The following application for licensed Marriage and Family Therapist was approved:

*Ann-Margaret McIntosh, Mary Jo Mueller*

The following application for licensed Marriage and Family Therapist was denied:

*Michelle Finley*

The following Renewal Audits for Marriage and Family Therapist were approved: *Dana N. Christensen, Janice Schofield, Valerie Schreiner, Leslie S. Townsend*

The following Renewal Audits for Marriage and Family Therapist were deferred: *Eva Marie Glahn-Atkinson, Martha Kenney, Angela Dawn Mathew*

The following Reinstatement for Marriage and Family Therapist was deferred: Vivian Hurt

Ratification of Online Renewals for Marriage and Family Therapist were approved:

*George G. Elliott, Nicole D. Garrett, Richard Hamon, Elisha C. Hurley, Bill L. Jett, William Robert Lively, Paul Stuart Markle, Melanie D. Minter, Marilyn S. Neel, Joseph Dean Seaver, Melanie L. Staderman, Beth N. Wibbels, Marsha C. York, John L. Fisher Jr., Raleigh Mark Kincaid, Walter Wayne Rickard, Sally Stewart, Judith Rae Stubbs, James L. Schorch, Kathleen Hurd Peters, Janet Hodge, Barbara Fulton Stallard, Dana Christensen, Gary D. Landis, Teresa Miller Lloyd, Bridget Lynn Morgan, Jenny L. Saltzman, William David Sapp, Gregory L. Sharp, Ernest H. Woodworth, H. Jeanette Campbell, James L. Close II, Michelle Dever Deaton, Barbara Delker, Mark Allen Denney, Barbara P. Driskill, Nancy M. Fontenot, Thomas D. Robbins, Jacqueline Tackett, Dorney R. Thompson, John E. Turner, Melissa Marie Pearman*

**Results for Provider CEU Applications reviewed from 1/25/2013 thru 6/20/2013:**

See spreadsheet on website at <http://mft.ky.gov> under Resources/Continuing Education.

The next meeting of the Marriage and Family Therapy Board has been scheduled for July 25, 2013 at 911 Leawood Drive, Frankfort, KY. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 9:30 a.m.

The Board has scheduled a Work Session to be held July 26, 2013 beginning at 9:00 a.m. at 911 Leawood Drive, Frankfort, KY.

Carolyn Miller-Cooper made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on June 20, 2013. Richard Hamon seconded the motion. The motion passed unanimously.

The Marriage and Family Therapy Board meeting was adjourned by Chair Sandy Miller at 11:42 p.m.

Respectively Submitted:

Marcia Egbert  
Board Administrator